

~~SECRET~~
Classification

9

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140040-8

REPORTS INVENTORY

00140040-8

PREPARE IN DUPLICATE

DDP/CTR/ISS -7

1. TITLE OF REPORT (If a fill-in report include Form No.)
Evaluation of OTR Training (ISS/IT portion)

2. TYPE OF REPORT
☒ STATISTICAL
☐ NARRATIVE
☐ MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL ☒ TRAINING
LOGISTICS ☐ SECURITY
MEDICAL ☐ FINANCE

ADMIN. GENERAL
OTHER (specify)

4. NO. OF COPIES PREPARED
2

5. FREQUENCY (weekly, monthly, quarterly, etc.)
Annual

6. DISTRIBUTION (No. of components not number of copies)
1
25X1

7. FORMAT (memorandum, form computer print-out, etc)
Memorandum

8. ADP PROCESSING
☐ YES IF YES GIVE ADP PROCESSING NO.
☒ NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT
HR [] ; Memo
68-4368, 17 Oct 68 from ExDir-

10. PREPARING COMPONENT (include lowest level contributing information to report)
OTR/ISS/IT

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)
None

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
11	6.50		1		6.50		1		6.50

B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR

6.50

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

ESTIMATED SAVINGS

☒ RETAIN AS IS ☐ OTHER (explain)
☐ CHANGE
☐ DISCONTINUE

MAN-HOURS
0
DOLLARS
0
STAT

16. DATE OF INVENTORY

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

9

OCT 1970

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